

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Senior Office Manager – Military Education

Unit: Supervisory and Professional

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Job Code: D1525
Original Date: 09/2005
Last Revision: 04/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 07

DEFINITION

Under direction of the Director of Military Education, or assigned manager, relieve the administrator of routine administrative duties and provide office coordination and office management for the SDCCD Military Education Program; provide daily program coordination related to personnel and business issues; disseminate information and interpret district and program policies and procedures for staff, students, and the public; and provide administrative support and serve as secretary for the Director of Military Education.

EXAMPLE OF DUTIES

1. Assist in the administration and management of the office functions of the Military Education Program office. Provide administrative support in projects and studies and coordinate as requested.
2. Coordinate district policies and procedures regarding human resources functions with federal government and applicable state policies and procedures for both in-state and out-of-state employees. Identify issues and concerns related to hiring out-of-state employees, salary placement, and benefits.
3. Discuss and review calendar and events daily with the Director of Military Education to assure timely and appropriate coordination of office and/or program activities. Schedule meetings and arrange travel and reservations for management and staff members for meetings and conferences.
4. Serve as liaison between the Director of Military Education and site administrators (in-state and out-of-state), managers, staff, and various sources to disseminate information and resolve problems regarding timekeeping, personnel/payroll, employment, employee benefits, and contracts.
5. Interpret district and program policies and procedures for civilian and military personnel, students, and the public.
6. Establish and maintain a variety of complex, interrelated files and records; prepare amendments to contracts, salary schedules, correspondence, reports, files, and other materials. Ensure the preparation of a variety of reports involving budget, profit and loss, payroll, and personnel. Oversee the updates and accuracy of data on the websites.
7. Provide clerical, technical, and secretarial support; produce a variety of correspondence and reports; maintain and administer contracts to provide instructional services; review and proof documents and records for accuracy, completeness, and conformance to applicable rules and regulations; process incoming and outgoing mail. Screen telephone calls and visitors.
8. Operate a variety of office equipment, including computers and software related to word processing, spreadsheets, and web applications.
9. Resolve complaints and sensitive issues with students, staff, and the public; refer to administrator as necessary.
10. Conduct research and compile information for a variety of meetings and reports.
11. Supervise, train, and evaluate assigned staff; recommend disciplinary action when necessary. Schedule, assign work, and provide technical work direction and guidance as assigned.

12. Assist in the development of proposals; produce spreadsheets detailing cost projections. Prepare Board Dockets. Coordinate military policies and procedures with district operational standards. Recommend revisions to Military CBA's as appropriate.
13. Monitor and maintain budgets; transfer funds; prepare requisitions, invoices, and vouchers using on-line systems. Coordinate accounts receivable and payable; report discrepancies or concerns.
14. Coordinate hiring processes of non-faculty positions; develop job announcements; set up screening and interview panels, and recommend the hiring of prospective employees. Establish standards of work performance; assist in developing and implementing departmental procedures.
15. Order and maintain office supplies and equipment; maintain inventory records of supplies and equipment. Maintain control of keys to site facilities.
16. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Analytical and statistical principles.
- Applicable sections of State Education Codes.
- Basic accounting/bookkeeping.
- Budget preparation and maintenance.
- Community College organization, operations, policies, terminology, rules, programs, and objectives.
- Computer information systems concepts, operations, capabilities, and application; budget implementation; personnel and financial management.
- Computers and software, including word processing, spreadsheets, and web applications.
- District organization, operations, policies, and objectives.
- District, federal, and State policies, rules, regulations, procedures, and collective bargaining agreements as applied to Military Education.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Military operation, procedures, and precedents.
- Modern office practices, procedures, and equipment.
- Office management.
- Oral and written communications skills.
- Principles and practices of administration, supervision, and training.
- Record keeping techniques.
- Technical aspects of field of specialty.

Skills and Abilities:

- Access and extract information from the District's computer information systems.
- Analyze situations accurately and adopt an effective course of action.
- Assemble diverse data and prepare reports.
- Basic accounting/bookkeeping skills.
- Communicate effectively both orally and in writing.
- Compile data for statistical and narrative reports and develop summary conclusions and recommendations.
- Compose difficult correspondence and reports independently.
- Conduct studies and analyze data.
- Coordinate special events.
- Deal with constant interruptions.
- Establish and maintain effective working relationships with others.
- Independently monitor grants, categorical programs, and other restrictive revenue activities.

Interpersonal skills using tact, diplomacy, and courtesy.
Learn, interpret, and apply specific laws, rules, policies, and procedures of the Military Education Program.
Make basic arithmetic computations quickly and accurately.
Meet schedules and time lines.
Operate a computer and business related software involving word processing, spreadsheets, web applications, and database management.
Operate a variety of office equipment.
Perform difficult and complex secretarial and clerical work.
Plan and organize work.
Prepare and maintain complex records, interrelated files, and budget documents.
Train, supervise, and provide work direction and guidance to others.
Type/keyboard at 65 words per minute.
Understand and follow oral and written directions.
Work confidentially and independently with discretion and little direction.

Training and Experience:

Any combination of training and experience equivalent to: graduation from high school and five years of increasingly responsible secretarial experience, including at least two years in an educational setting with a minimum of two years lead and/or supervisory experience (military experience desirable).

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office.